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PRODUCTION AND MARKETING ADMINISTRATION

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U. S. DEPARTMENT OF AGRICULTURE

INSTRUCTIONS FOR DETERMINING PERFORMANCE  
UNDER THE 1946 FARM PROGRAM

## Part I.—GENERAL INSTRUCTIONS

**A. General plan for determining performance.**—Performance under the 1946 farm program will be determined in the following manner:

1. Performance information will be made available to the county office throughout the year by farmers reporting the completion of approved practices, through inspections and measurements made in connection with mechanical practices carried out under purchase orders, and through evidence submitted by contractors and vendors furnishing conservation materials.

2. Community committeemen will obtain by farm to farm visits performance information with respect to approved practices for which complete information is not made available to the county office in the manner outlined in the preceding paragraph. Community committeemen will also make such verification as is necessary of the information submitted to the county office. If a community committeeman is unable, because of lack of time or for other reasons, to make the performance check, the county committee, with the approval of the farmer fieldman, should select some other person engaged in farming or familiar with farming conditions in the community to perform this work.

3. Farm operators will report to the county office, performance information with respect to approved practices carried out after the regular check of performance. The county office will make sufficient verification of these practices and the evidence submitted therewith to determine whether the practices are eligible for payment.

4. One member of the county committee will be designated by the county committee to supervise all phases of the check of performance at the county level. The county committee may, with the approval of the farmer fieldman, select some other qualified person to act as performance supervisor.

5. A spot check of the check of performance will be made by representatives of the State office.

**B. Practices to be checked and information to be reported.**—Performance will be checked only with respect to those practices approved by the county committee. The term "approved practices," as used in this procedure, will include the practices listed in column (a) of NCR-46-17 and alfalfa, alsike, and red clover poundage payment practices.

The full extent of each approved practice, the names and addresses of the producers sharing in the approved practices and their respective shares therein are to be reported. Such information as is

necessary to identify and verify each approved practice shall also be reported.

**C. Acceptable methods of determining extent of practices.**—Official acreages which have been furnished under the AAA program on farm maps, or other official forms, shall be used where available in reporting the extent of practices reported in acres. Where official measurements are not available, the community committeeman may determine the acreage by visual inspection, or by actual measurements where the acreage cannot be readily determined accurately by visual inspection or cannot be agreed upon by the farmer and the community committeeman.

The extent of such practices as dams, ditches, terraces, sod waterways, etc., shall be determined by actual measurements.

Farmers will be required to furnish weight tickets, receipts, sales slips, or other acceptable written evidence to establish the extent of practices reported in units of weight.

## Part II—INSTRUCTIONS TO PERFORMANCE SUPERVISORS

The performance supervisor will be responsible for all phases of the check of performance work at the county level. Community committeemen should be called to the county office and given instructions concerning the forms and methods to be used in determining performance. County office employees who will work on performance reports should attend this meeting. Practice specifications and the information to be reported with respect to each practice should be reviewed and the importance of obtaining complete information on each approved practice should be emphasized. The performance reports and other material should be given to the community committeemen at this meeting.

At the beginning of the performance check the performance supervisor should visit some farms with each community committeeman and assist him in checking performance on such farms. After some performance reports are received in the county office, the performance supervisor will check sufficient work of each community committeeman, by reviewing the performance reports and by spot checking some farms, to assure accurate reporting. Community committeemen should be advised of any errors or omissions being made consistently. The performance supervisor will keep a record of the farms spot checked by him and the results of the spot check.

The performance supervisor will check performance on farms of community committeemen or will arrange the work so that no community committeeman will report performance on his own farm. The performance supervisor will keep the county committee advised of the progress of the performance check and the type of work being done by each community committeeman.

## Part III.—INSTRUCTIONS TO COMMUNITY COMMITTEEMEN

**A. Forms to be used.**—The county office will furnish community committeemen with Forms NCR-46-17, Notice of Approved Practices and Report of Performance, farm maps, and other material which may be needed in completing the reports. Partly prepared Forms SU-102-46, Farming Unit Report, will be furnished for sugar beet farms, and shall be filled out in accordance with applicable instructions.

**B. Entries to be made on Form NCR-46-17.**—All entries made by community committeemen on performance reports should be in black pencil or ink. All corrections shall be made by drawing a line through the incorrect information and entering the correct information above or beside the incorrect information. Each such correction shall be initialed by the community committeeman. Entries shall be made in accordance with the following instructions:

1. Performance data will be entered in columns (f), (h), (i), (j), and (k) of NCR-46-17.

2. The names of the owner and operator and their addresses should be verified and corrected, if necessary.

3. Information should be reported only for the practices approved by the county committee as listed in column (a) of NCR-46-17 and for the pounds of alfalfa, alsike, and red clover seed harvested and sold to a dealer by December 31, 1946. These hayseed poundage practices will not be listed in column (a) since prior approval thereof by the county committee is not required.

4. Sufficient description of each practice should be entered in column (f) "Explanation of Performance of Practice" to identify the practice and to provide all of the information needed to compute the payment for the practice.. For contouring, stripcropping, green manure, winter cover, hayseed, and other practices, which are approved only in connection with certain crops, the names of the crops should be shown. For tree planting practices the types of trees planted and the purpose for which planted should be indicated. For fertilizer practices the analysis of the fertilizer and the names of the crops to which the fertilizer was applied should be shown. For practices such as dams for livestock water and other practices where the payment rate varies depending on the type of material used, all information needed in computing the payment for the practice should be shown. For practices such as farm ditches which have payment limitations in the practice specifications, all information needed in applying the limitation should be shown. For weed control practices, the kind of weeds should be indicated and Form ACP-147, Producer's Record of Perennial Noxious Weed Control or Eradication Operations, should be obtained from the farmer and attached to the performance report.

5. Make no entry in column (g).

6. The total extent of each approved practice which has been carried out in accordance with the specifications in the Committeeman's Practice Handbook, should be determined in the manner outlined in Part I, C of this procedure and entered in column (h) "Units completed" opposite the name of the practice. If a practice was not carried out in accordance with approved specifications, no entry should be made in column (h) and an explanation should be entered under "Remarks." The total extent of each approved practice properly carried out should be shown even though the number of units carried out exceeds the number of units approved.

For some practices it may be desirable that the community committeeman make only the actual measurements needed to determine the extent of the practice and permit the county office to compute the extent of the practice. In such cases a sketch showing the measurements should be drawn on the reverse side of NCR-46-17. Entries made in column (h) by the county office for practices other than lime and fertilizer practices and practices carried out under purchase orders

should be verified and corrected, if necessary. Where necessary, the unit of measurement used in entering the extent of the practice should be shown; for example, 1,450 cu. ft., 5 cwt., 3.5 tons.

If the farmer will not carry out an approved practice, the words "Will not carry out practice" should be entered across columns (g) to (k) on the line for the practice. If the farmer plans to carry out a number of units of an approved practice after the community committeeman calls at the farm, no entry should be made in column (h). The number of units of the practice which have been carried out should be entered in the space for remarks together with a statement to the effect that additional units of the practice will be carried out. The farmer should be advised that he should report any additional units of the practice carried out to the county office and furnish the county office evidence substantiating the additional units.

Farmers should be required to present sales slips, receipts, weight tickets, or other acceptable written evidence to establish the extent of practices which are measured in units of weight if such evidence has not been presented to the county office. If the evidence is not available at the time, the farmer should be advised to forward the evidence to the county office and a notation should be entered under "Remarks" to the effect that the evidence will be submitted at a later date. This evidence should be attached to the performance report. Weight tickets need not be obtained for materials furnished by the AAA.

If any person on the farm has different shares in different parts of a practice on the farm, the line for the practice should be split and separate entries should be made for the different parts of the practice in order that the proper shares may be shown in columns (i), (j), and (k).

If part of a practice is carried out with conservation materials or services and a part of the same practice is carried out with other than conservation materials or services, the line for the practice should be split and separate entries should be made showing the extent of the practice carried out with conservation materials or services and the extent of the practice carried out with other than conservation materials or services. The extent of the practice carried out with conservation materials or services should be entered first and should be preceded by the letters "CMS."

7. The initials of the persons sharing in the conservation practices shall be entered in the columns beneath the word "Shares." Entries for shares in the practices shall be made in columns (i), (j), and (k) beneath the initials of the appropriate persons. If only one person shares in the practices, "all" or "100 percent" may be written across the share columns.

If two or more persons contributed to the cost of a practice, they shall be deemed to have equal shares in the practice unless it is established to the satisfaction of the county committee that their shares are not in equal proportion, except that in connection with practices carried out with conservation materials or services, the payment will be made to the person or persons to whom the materials or services were furnished.

8. The farm operator will sign NCR-46-17 and enter the date signed after he is satisfied that the form has been properly prepared. The community committeeman will sign NCR-46-17 and enter the date.

**C. Other information.**—Any information concerning the general operation of the farm which would affect payments, should be reported. In most cases, other information to be reported will be determined by observation or through discussion with the farmer. Specific reference should be made to the following items where applicable:

1. *Failure to maintain practices established under previous programs.*—If any conservation practice carried out under previous programs is not maintained in accordance with good farming practice or the effectiveness of any such practice is destroyed in 1946, enter under "Remarks" the name and extent of the practice which was not maintained and the names of the persons responsible therefor.

2. *Breaking out permanent vegetative cover (specified counties in Nebraska and South Dakota).*—The community committeeman by observation should determine whether any native sod or any other permanent vegetative cover was broken out in 1946 on land which, in his opinion, is not suited to the continuing production of cultivated crops or which will become a wind erosion hazard in the community. If any such land was broken out, the acreage broken out and the names of the persons responsible therefor should be entered under "Remarks."

3. *Range Management Plan (Nebraska and South Dakota).*—Sufficient information should be obtained from the farmer to determine whether the range management plan, including any recommended changes, has been properly carried out. An indication should be made under "Remarks" as to whether the range management plan has been properly carried out.

4. *Failure to carry out approved erosion-control measures.*—If measures for the prevention of wind and water erosion were not adopted to the extent that any part of the land under the farmer's control has become an erosion hazard in 1946 to other land in the community, indicate such fact and enter the extent and the names of the persons responsible therefor.

5. *Practices tending to defeat the purposes of the program.*—If any person on the farm has adopted any practice or device which would have the effect of depriving any other person of his payment under the program, or which would in any other way tend to defeat the purposes of the program, indicate such fact and enter a full explanation of the practice or device.

**D. Returning forms to county office.**—Forms NCR-46-17 and SU-102-46 should be returned to the county office when signed by the farmer and the community committeeman. The farm maps should be returned to the county office with Forms NCR-46-17 or SU-102-46.

#### Part IV.—COUNTY OFFICE INSTRUCTIONS

**A. Recording performance information obtained prior to the regular check of performance.**—Performance information made available to the county office throughout the year (1) by farmers submitting proper evidence of the completion of approved practices, (2) through inspections and measurements made in connection with mechanical practices carried out under purchase orders, and (3) through evidence submitted by contractors and vendors furnishing conservation materials, should be recorded on NCR-46-17 with red pencil.

**B. Preparing Forms NCR-46-17 for community committeemen.**—Clerical assistants in the county office will prepare and assemble

forms for the community committeemen in accordance with the following instructions:

1. *Farms for which Forms NCR-46-17 are to be completed.*—Forms NCR-46-17 are to be completed for all farms for which Forms NCR-46-3, 1946 Farm Plan, were signed on or before the final date established by the State committee for signing farm plans, and for all farms which qualify for an alfalfa, alsike, or red clover poundage payment. For a farm for which a farm plan was not signed by the final date, enter in the heading of the NCR-46-17 the notation "Late filed—Payment for hayseed poundage practices only."

Forms NCR-46-17 for farms for which there is available in the county office the required performance information for all approved practices, or for all approved practices except practices to be carried out with conservation materials or services, should be retained in the county office. These forms NCR-46-17, when completed, should be signed by a member of the county committee or by the community committeeman.

2. *Sugar beet farms.*—Forms SU-102-46 should be given to the community committeemen for all farms on which sugar beets are planted.

3. *Forms to accompany performance reports.*—Farm maps and any other material needed by the community committeemen in making necessary measurements and in completing the performance reports should be furnished with the performance reports.

**C. Checking completed performance reports.**—As performance reports are returned to the county office, they should be checked to see if they have been properly prepared and that all required information has been obtained. This work should be done immediately after the reports are received in the county office in order that community committeemen may be advised of errors consistently made and of ways in which they might improve the quality of their work.

1. *Incomplete performance reports.*—If all necessary information has not been obtained or if weight tickets, sales slips, receipts, etc., have not been submitted when required, the performance reports should be returned to the community committeeman for completion, or the missing information and evidence should be obtained by mail or in some other manner. If linear measurements or other information from which the acreages of certain fields or the extent of certain practices can be determined has been furnished, the acreages of the fields and the extent of the practices should be determined and entered on the performance report. If practices have been reported in units other than those for which payment will be made, the units reported should be converted to the proper payment units.

2. *Additional practices to be carried out.*—Performance reports for farms on which additional practices are to be carried out after the check of performance should be segregated or flagged in such a way that applications for payment will not be prepared until the performance reports are completed. As the additional practices are reported to the county office, sufficient verification of the practices and the evidence submitted should be made to determine whether the practices are eligible for payment. If necessary, the community committeeman may be requested to verify the additional practices reported. If the additional practices have been properly carried out, information therefor should be entered on the performance reports.

**3. Practices carried out in a manner other than that originally approved.**—Cases will arise where a farmer has carried out an approved practice but in doing so has used a fertilizer of a different analysis than that originally approved, has applied a different kind of liming material than that originally approved, has plowed under a different kind of a green manure crop than that originally approved, or has made a comparable change in connection with some other approved practice. Such cases should be called to the attention of the county committee for a determination as to whether the practice as carried out is to be approved for payment and, if so, the number of units to be approved. If the practice is not to be approved, the number of units of the practice in column (h) of NCR-46-17 should be deleted and initialed by a member of the county committee. The statement "Not carried out as approved" should be entered on the form.

If the practice as carried out is approved by the county committee, the correct practice number for the practice should be entered in column (g) and the number of approved units in column (c) should be adjusted to reflect the number of units approved by the county committee for the practice as carried out. In making this adjustment the county committee should consider the relative conservation value of the practice as originally approved and the practice as carried out. If the practice originally approved called for the application of superphosphate and the farmer applied a mixed fertilizer containing phosphate and potash, the county committee may consider only the phosphate in the mixed fertilizer or, if the need for potash and the reason for not applying superphosphate justify it, the county committee may consider both the phosphate and the potash in the mixture. Similar action may be taken with respect to other types of practices. The county committee shall not approve a number of units for the practice carried out which could result in a payment in excess of that in column (e) for the original practice.

**4. Weed control practices.**—If a weed control practice has been carried out, Form ACP-147, Revised, should be examined to determine whether the practice was carried out in such a manner as to qualify for payment. A notation should be entered opposite the units of the practice indicating whether the practice qualifies for payment.

**5. Range management plan.**—The county committee should examine the performance reports in Nebraska and South Dakota to determine whether the range management plan for each farm having more than 640 acres of noncrop open pasture, was satisfactorily carried out and should indicate its approval or disapproval by making a proper notation under "Remarks." If the range management plan was not satisfactorily carried out, the information for practices, the payment for which is conditioned on the carrying out of an approved range management plan, should be deleted from the performance report.

**6. Practices not eligible for payment.**—Practices which are not eligible for payment should be deleted and a notation "Not eligible" and the initials of the person deleting the practice should be entered opposite the deleted item.

**7. "No application" farms.**—If no hayseed poundage payment is earned on a farm and if the only approved practices carried out on the farm were carried out entirely with materials or services furnished by the AAA (no cash materials or services used), the words "No

application farm" should be entered at the top of the performance report if the deduction for the materials and services is equal to the payment for the practices carried out. In other cases, which are similar except for the fact that a part of the approved practices was carried out with other than materials or services furnished by the AAA, the performance report should be marked "No application farm" if the value of the materials and services furnished by the AAA and properly used is equal to the total payment for the approved practices and such payment is \$200 or more.

The following examples will illustrate the instructions set forth in the preceding paragraph:

Farm 1—20 units of lime approved at \$2 per unit, 20 tons of lime at \$2 per ton furnished by the AAA and applied, no cash lime applied, no hayseed poundage payment earned. This farm would be a "No application" farm.

Farm 2—20 units of lime approved at \$2 per ton, 20 tons of lime at \$2 per ton furnished by the AAA and applied, 10 tons of cash lime applied, no hayseed poundage payment earned. This farm would be an "Application" farm.

Farm 3—20 units of lime approved at \$2 per unit, 20 tons of lime at \$2 per ton furnished by the AAA and applied, no cash lime applied, \$10 hayseed poundage payment earned. This farm would be an "Application" farm.

Farm 4—100 units of lime approved at \$2 per unit, 100 tons of lime at \$2 per ton furnished by the AAA and applied, 50 tons of cash lime applied, no hayseed poundage payment earned. This farm would be a "No application" farm since the entire payment for the approved practices, \$200, would be earned by the AAA lime and there is no increase on payments of \$200 and over which could be earned by the cash lime.

*8. General payment provisions.*—The county committee should examine cases where there is any indication that there has been (1) failure to maintain practices carried out under previous programs, (2) breaking out of permanent vegetative cover (in specified counties in Nebraska and South Dakota), or (3) failure to carry out approved erosion control measures and should determine whether deductions should be made or payments withheld. If deductions are to be made or payment withheld, proper notations indicating the action to be taken should be entered on the performance reports.

If any producer has adopted or participated in any practice which tends to defeat the purposes of the 1946 or previous programs or has employed any scheme or device the effect of which would be or has been to deprive any other person of any payment under the program, such fact should be brought to the attention of the State committee.

**D. Final date for filing performance report.**—The final date for filing the 1946 performance report will be February 1, 1947. This information should be made available to the local newspapers in time to be printed by January 15, 1947. No payment will be made for any practice carried out on a farm unless a performance report is filed for the farm on or before February 1, 1947. If, on or before February 1, 1947, a farmer signs the NCR-46-17 for his farm or submits to the county office written evidence of approved practices carried out on his farm in 1946, he will be regarded as having met the filing requirements.